

California Housing Finance Agency

Job Opportunity

Associate Information Systems Analyst Information Security Officer

Salary Range	\$4316-5247
Final File Date	Open until filled
Division	Information Technology Division
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Contact Lisa Bixler at 916-322-1948 or lbixler@calhfa.ca.gov. California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.
How to Apply	Submit a standard State application form (resume may be attached) to: Lisa Bixler California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA. Please specify that you are interested in position #109 on your application.
Duties	<p>Under the general direction of the Systems Software Specialist III, the incumbent is the Agency's Information Security Officer and develops, plans, implements and manages the Agency's Information Security Program. Acting in an oversight role and as a checks and balances reporting system, the Information Security Officer protects and preserves the integrity, confidentiality and availability of the Agency's information systems. The ISO also ensures Agency compliance with Federal, State and Agency regulations and mandates regarding security information assets. Duties and responsibilities include:</p> <p><u>Essential Functions:</u></p> <p>75% Information Security Officer</p> <ul style="list-style-type: none"> Develops and evaluates the effectiveness of the Agency's Information Security Policies and Procedures and makes recommendations for improvement, correction and revision when necessary. Investigates, reports and reviews resolution measures for all information security incidents, including any incident involving intentional damage to, or modification, destruction or theft of information and/or equipment. Coordinates the development, reviews annual revision of and ensures the submission of the Operational Recovery Plan to oversight agencies. Directs and reviews ongoing risk analyses of computer/network applications; assures network stability by confirming obsolete directories and materials are purged on a regular basis; promotes virus awareness and prevention. Monitors and reports on technology notices from Government Agencies (Federal and State) and Advisory Groups; attends various meetings and training to keep abreast of current information and best practices; participates in Agency focus groups for Disaster Recovery Plans, electronic records and forms management and other major automation projects. <p>20% Safety and Security Officer and Program Backup</p> <ul style="list-style-type: none"> As backup to the Agency's Safety and Security Officer, understands the various Emergency Preparedness and Disaster Recovery Plans. Conducts preliminary incident investigations; reviews and makes recommendations for prevention and correction of Safety and Security Incidents.

Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

	<div>5% Special Projects</div> <div><ul style="list-style-type: none">• Performs analysis, special administrative or research studies and feasibility studies, makes recommendations for program development, policy and procedures, relative to areas of Safety, Security, Disaster Recovery and Asset Management activities for the Agency.</div>
9/11/2006	